



STATE OF TENNESSEE
DEPARTMENT OF COMMERCE AND INSURANCE

**REQUEST FOR PROPOSALS # 33501-192512
AMENDMENT # 2
FOR DEVELOPMENT AND ADMINISTRATION OF
REGISTRATION EXAMINATIONS FOR
EXPLOSIVE BLASTERS AND LIMITED BLASTERS**

DATE: SEPTEMBER 13, 2018

RFP # 2 IS AMENDED AS FOLLOWS:

- 1. This RFP Schedule of Events updates and confirms scheduled RFP dates. Any event, time, or date containing revised or new text is highlighted.**

EVENT	TIME (central time zone)	DATE
1. RFP Issued		August 13, 2018
2. Disability Accommodation Request Deadline	2:00 p.m.	August 17, 2018
3. Notice of Intent to Respond Deadline	2:00 p.m.	August 23, 2018
4. Written "Questions & Comments" Deadline	2:00 p.m.	August 30, 2018
5. State Response to Written "Questions & Comments"		September 13, 2018
6. Response Deadline	2:00 p.m.	September 24, 2018
7. State Completion of Technical Response Evaluations		September 28, 2018
8. State Opening & Scoring of Cost Proposals	2:00 p.m.	October 1, 2018
9. State Notice of Intent to Award Released <u>and</u> RFP Files Opened for Public Inspection	2:00 p.m.	October 2, 2018
10. End of Open File Period		October 9, 2018
11. State sends contract to Contractor for signature		October 10, 2018
12. Contractor Signature Deadline	2:00 p.m.	October 15, 2018

- 2. State responses to questions and comments in the table below amend and clarify this RFP.**

Any restatement of RFP text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFP document.

QUESTION / COMMENT	STATE RESPONSE
1 Has a job analysis been conducted for Explosive Blasters and Limited Blasters?	No.
2 If not, is the State open to conducting a job analysis?	No.
3 Is there an exam plan already established for the exam (as a result of a previously conducted JA, for example)?	Yes, there is a study guide established for the exams.
4 Does the State already have a bank of items?	Yes.
5 Will the items be provided to the selected vendor upon contract award?	Yes.
6 Are the items performing well?	Yes, for both the blaster and limited blaster examinations.
7 Will the selected vendor be provided performance data for the items/exams?	Yes.
8 Is the State open to conducting item development work virtually?	Yes.
9 Is the State open to computer-based testing, either in brick and mortar testing centers or online using remote proctoring?	The State is open to computer-based testing only at brick and mortar testing centers.
10 It is our understanding that a version of the Explosive Blasters and Limited blasters exam is already being conducted. If a new Contractor is selected, will the new or existing Contractor be responsible for continuing to administer the examination while the new bank of, at least, 100 items are being created?	The new Contractor will be responsible for administering the examination while new test bank items are being created. Please note the chosen Contractor should be identified by October 2018 leaving time between October 2018 and January 15, 2019 to develop test bank items.
11 Section A.2.e. asks for specification of equating procedures. Can the State clarify whether the equating is to be conducted between the current form and the one to be developed under this RFP or if multiple versions of the examination are desired to be created and equated under this RFP?	The equating is to be conducted between multiple versions of the examinations created under this RFP.
12 If it is the former [equating conducted between the current form and the one to be developed], will a new Contractor be given access to data from the previous/current examination?	No. The equating will not be required between the current form of the examinations and the exams to be developed under this RFP.

QUESTION / COMMENT	STATE RESPONSE
<p>13 Regarding Section A.3.a., how will the State notify the Contractor of individuals who are approved to take the examination?</p>	<p>The State shall provide an Excel spreadsheet containing the contact information of approved test candidates to the Contractor daily, as required.</p>
<p>14 Section A.3.b. states that “the Contractor shall make the examination(s) available on an as-needed basis.”</p> <p>Can the State provide any guidance or historical data on the number of test administrations per month by location?</p>	<p>Nashville 2017 – 18 Blaster, 4 Limited Blaster</p> <p>January – Blaster (1) April – Blaster (1) May – Blaster (1) June – Blaster (1), Limited Blaster (2) July – Blaster (3), Limited Blaster (1) August – Blaster (1) September – Blaster (3) October – Blaster (1) November – Blaster (3), Limited Blaster (1) December – Blaster (3)</p> <p>Knoxville 2017 – 24 Blaster, 1 Limited Blaster</p> <p>January – Blaster (3) April – Blaster (1), Limited Blaster (1) July – Blaster (2) August – Blaster (3) September – Blaster (2) October – Blaster (6) December – Blaster (7)</p> <p>Johnson City 2017 – 12 Limited Blaster only</p> <p>March – Limited Blaster (12)</p>
<p>15 Section A.3.k. states that “the Contractor shall provide and transmit photo-bearing score reports to candidates within five (5) business days following the examination.”</p> <p>Can the State clarify if these reports are to be delivered via electronic mail or via standard mail?</p>	<p>The State has no preference as to delivery via electronic mail or standard mail, as long as the delivery method is easily accessible to the candidate.</p> <p>The Contractor will be responsible for confirming with the candidate which delivery method is best.</p>
<p>16 We notice that currently 10-day score reports are provided 10 days after the examination, why the change to the 5 days stated in the RFP?</p>	<p>The State wanted to ensure it and the candidates receive the score reports at the same time to ensure faster process times for our licensees.</p>

QUESTION / COMMENT	STATE RESPONSE
<p>17 Is the 2x2 passport photo provided at the time of application, the picture to be used on the score report?</p>	<p>No reference to a 2x2 passport photo contained within RFP # 33501-192512, or its referenced laws or statutes.</p> <p>The Contractor is responsible for providing a photo to the State.</p>
<p>18 It states that a copy of a driver's license may be substituted, in that case would this be the photo used on the score report?</p>	<p>No reference to a copy of a driver's license is contained within RFP # 33501-192512, or its referenced laws or statutes.</p> <p>The Contractor is responsible for providing a photo to the State. If the Contractor chooses to utilize a driver's license for its own identification purposes, only the photo shall be transmitted to the State due to state confidentiality laws.</p>
<p>19 In what format would the State provide the photos to the vendor for the score reports?</p>	<p>The vendor is responsible for obtaining the photo required for the score reports.</p>
<p>20 Section A.3.h. states that "the Contractor shall provide candidates with the option of online examination registration."</p> <p>Can the State clarify what other options, if any, are to be available to the candidates?</p>	<p>Registration by phone, by electronic mail, or through an online portal are all acceptable to the State.</p>
<p>21 How many candidates test annually?</p>	<p>In 2017, 42 candidates tested for Blasters and 17 candidates tested for Limited Blasters.</p>
<p>22 Currently, the exam is offered at these sites: Chattanooga, Jackson, Johnson City, Knoxville, Memphis, and Nashville.</p> <p>Are these sites secured by the State or will the vendor be responsible for securing and renting the test sites for the exam?</p>	<p>The selected vendor will be responsible for securing and renting the test sites for the examinations.</p>
<p>23 What is the current seating capacity for the test site[s]?</p>	<p>The current seating capacity, as set by the current Contractor, is 15 persons per test site.</p>
<p>24 Does the State have a minimum or maximum seating capacity expectation per test site?</p>	<p>The State does not have a minimum or maximum seating capacity expectation.</p> <p>The State defers to expertise of the Contractor for the maximum seating capacity since responsibility for test security lies with the Contractor.</p> <p>The State does not set a minimum seating capacity; instead, the State requires that testing shall be provided on an as-needed basis.</p>

3. **Delete RFP section A.3.b. under RFP Attachment 6.6. in its entirety and insert the following in its place** (any sentence or paragraph containing revised or new text is highlighted):

A.3.b. The Contractor shall make the examination(s) available on an as-needed basis in Memphis, Nashville, Knoxville, Chattanooga, Jackson, Johnson City, or other locations.

The Contractor shall not be responsible for providing testing on any state holiday.

4. **RFP Amendment Effective Date.** The revisions set forth herein shall be effective upon release. All other terms and conditions of this RFP not expressly amended herein shall remain in full force and effect.